
ProgressBook v 7.0
Getting Started Guide
for Teachers



August 2007

ProgressBook v 7.0 Getting Started Guide for Teachers

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Welcome to ProgressBook

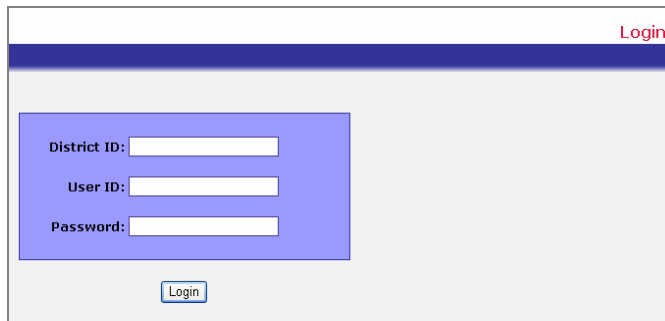
ProgressBook is a classroom management solution that integrates grade book, lesson plan development, attendance, special education, and parent communication into one comprehensive, web-based system. ProgressBook provides a user-friendly interface for teachers, school administrators, cafeteria personnel, and others to track and maintain student information. Class and student data is automatically populated into ProgressBook from the school district's student-information system, if it is integrated with one, eliminating the need for data re-entry. ProgressBook supports standards-based reporting which is essential in today's education environment.

This guide provides the information necessary to get started using ProgressBook and perform some basic tasks.

Log in to ProgressBook

Before you start using ProgressBook, you will need to log in. Before you log in, contact your ProgressBook system manager for the login address or URL of the ProgressBook Web site, as well as your login information.

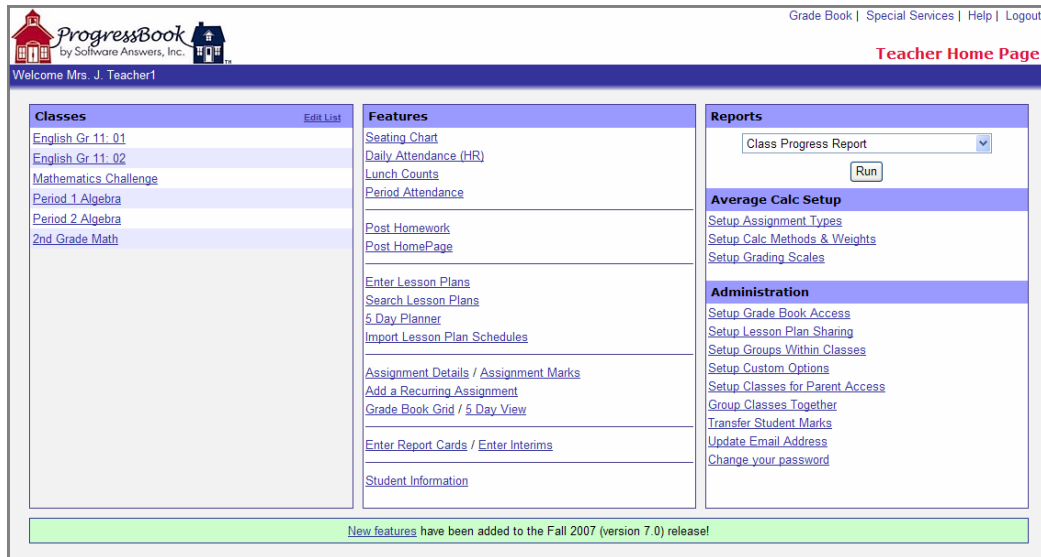
1. Type the **code** representing your district in the District ID field.
2. Type your **user id** in the User ID field.
3. Type your **password** in the Password field.
4. Click **Login**.

A screenshot of the ProgressBook login web page. The page has a light gray background. At the top right, the word "Login" is written in red. Below this, there is a blue rectangular box containing three white input fields. The first field is labeled "District ID:", the second "User ID:", and the third "Password:". Below the blue box, there is a small blue button with the word "Login" in white text.

Navigate ProgressBook

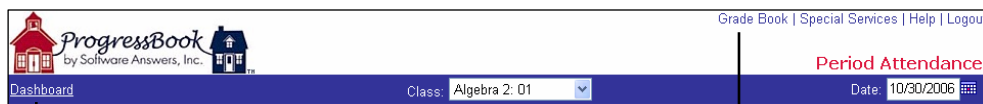
Teacher Home Page

The Teacher Home Page is the first screen that appears when you log in to ProgressBook. The column on the left side of the screen displays the classes assigned to a teacher in the student-information system. The Features column provides access to various ProgressBook functions. The column on the right provides access to reports and grade book setup options.



Web Site Banner

You can use the links in the Web site banner to navigate through ProgressBook screens.



*Click anywhere you see this link
to return to the Class Dashboard.*

*Click anywhere you see
this link to return to the
Teacher Home Page.*

Class Dashboard

The Class Dashboard is the main work area in ProgressBook for teachers. Click the link for a class listed on the Teacher Home Page to access the Class Dashboard for that class. The column on the left side of the screen displays the students in the selected class. If your school district is integrated with a student-information system, student scheduling is done through that system. The middle column provides access to various functions including attendance, lesson plans, assignments, marks, and reports. The column on the right displays assignments and lesson plans for the selected class and grading period.

The screenshot shows the ProgressBook Class Dashboard for a 2nd Grade Math class. The interface is divided into three main columns. The left column lists students with their names and attendance status (Miss, Att). The middle column contains a menu of functions categorized under Classroom Administration, Lesson Plans, Assignments & Marks, Average Calc Setup, Gradebook Administration, and Reports. The right column displays a list of assignments with their due dates, types, and completion status.

ProgressBook
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Welcome Mrs. J. Teacher!

Class: 2nd Grade Math

Grading Period: Q4

Classroom Administration

- Seating Chart
- Lunch Counts
- Daily Attendance
- by Seating Chart
- Period Attendance
- by Seating Chart
- Post Homework
- Post Messages
- View Parent/Student Access Web Site

Lesson Plans

- Add a New Lesson
- Search for Lessons
- 5 Day Planner
- Import Schedule

Assignments & Marks

- Grade Book Grid
- 5 Day View
- Add an Assignment
- Recurring Assign.
- Enter Report Cards
- Enter Interims

Average Calc Setup

- Assignment Types
- Grading Scales
- Calc Methods & Weights
- Calculate Averages

Gradebook Administration

- Setup Grade Book Access
- Setup Groups within Classes
- Transfer Student Marks

Reports

- Class Progress Report
- Run

Assignments

6/4	QZ	Chapter 10 & 11 Quiz	?	w
5/28	QZ	Chapter 11 Quiz	✓	w
5/18	HW	Multiplication 1-7 Worksheet	?	w
5/7	HW	Math Solver Sheet 32	?	w
4/30	QZ	Chapter 10 Quiz	✓	w
4/23	HW	Math Solver Sheet 31	✓	w
4/20	HW	Multiplication 1-5 Worksheet	✓	w
4/2	QZ	Chapter 7 & 8 Quiz	?	w
3/26	QZ	Chapter 8 Quiz	✓	w

Students:

Student	Miss	Att
DiMino, Nadja		T
Dipolis, Taylor		
Dvish, Keiara	1	
Duffy, Brendan W		
Householder, Morgan		
Howard, Jack		
Hujarski, Kyle		
Hula, Bach	1	
Huller, Julia	1	
Humerickhouse, Emma		
Humphrey, Eric		
Hunt, Jaymie		
Hunter, Lauren		A
Huppert, Elise	1	



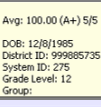





Update Roster

Hide Attendance

Add an Assignment

Import Assignments

The table below provides a brief description of the symbols that may display on the Class Dashboard.

Symbol	Description	Symbol	Description
	Birthday Present: Indicates student birthday.	Q1, Q2, Q3, Q4	Grading Period Symbols: Indicates the grading period of the school year.
	Indicates that student has unviewed forms.	+	"Holding" category for assignments in future grading periods that are not yet available.
W (red)	Indicates that student has withdrawn from the class.		
	Hover pop-up window: Displays student's current average for the class, date of birth, district ID, system ID, grade level, and group, if applicable. Hover over student's name to see the information.	Assignment Symbols	
		?	One or more student is missing this assignment.
		W (orange)	Assignment has been posted to the Web.
		✓	All marks have been entered for the assignment.
		X (red)	All marks have not been entered for the assignment.
		⊘	The assignment has been excluded for all students.
Letter in "Att" column	Indicates whether student is absent or tardy based on school district's attendance codes. Hover over code to see description and reason.	Number in "Miss" column	Indicates number of missing assignments for the grading period. Click the number to view a list of missing assignments.
	Select to enter a daily comment for student.		Indicates that a daily comment has been added for student. Hover over symbol to read comment. Select to edit comment.
	Opens the Lesson Plan View and Print windows.		Opens the Lesson Plan Maintenance screen for editing, printing, deleting, attaching files to, and rescheduling lesson plans.
	Opens the Reschedule a Lesson window.	X (blue)	Removes the lesson schedule from a class, but does not delete the lesson plan.

The screenshot displays the ProgressBook software interface for a teacher named Mrs. J. Teacher11. The interface is divided into several sections:

- Top Bar:** Includes the ProgressBook logo, user information, and navigation links like "Grade Book | Special Services | Help | Logout".
- Class Dashboard:** Shows the current class as "Math - Gr 02_01" and the grading period as "Q4".
- Student Roster:** A table on the left listing students with columns for "Student", "Miss", and "Att". Hand-drawn circles highlight this section.
- Navigation Menu:** A central column with various administrative and instructional tools, including "Classroom Administration", "Lesson Plans", "Assignments & Marks", "Average Calc. Setup", "Gradebook Administration", and "Reports". Hand-drawn circles highlight the "Classroom Administration" section.
- Assignments & Lessons:** A table on the right showing a list of assignments and lessons with their respective dates and completion status. Hand-drawn circles highlight this section.
- Grading Period:** A dropdown menu on the far right showing the current grading period as "Q4" and other options like "Q1", "Q2", "Q3", and "+". Hand-drawn circles highlight this section.

Grade Book Grid

The Grade Book Grid provides a traditional view of assignments and marks in the grade book. The colors, symbols, and codes used on the Grade Book Grid enable you to identify missing, excluded, and late assignments, and represent the status of the marks entered for the assignments.

Class: **Math I** Period: **Q4** View: **Dated Assignments - All**

[Update Roster](#) [Create an Assignment](#) [Save](#)

Student	Avg	Ms	Att	Cmt	HW 4/20	HW 4/21	QZ 4/28	HW 5/5	HW 5/18	QZ 5/26	QZ 6/2
Diem, Steven	86.67 S+ 104/120				22	10	46	9	22	41	67
DiMino, Nadja	88.33 S+ 106/120				24	8	35	9	22	43	65
Dipolis, Taylor	85.83 S+ 103/120				24	9	45	8	22	40	58
Divish, Keiara	85.00 S+ 102/120				22	8	43	10	22	40	73
Duffy, Brendan	87.50 S+ 105/120				22	8	44	10	19	46	67
Householder, Morgan	83.33 S+ 100/120				22	8	40	8	26	36	67
Howard, Jack	70.83 S 85/120	2				10		8	20	47	74

Marks displayed in red indicate the student earned more than the possible points for that assignment.

Use the View option to filter the assignments that display on the Grade Book Grid.

Class: **Math II** Period: **Q4** View: **Period Attendance** [Go](#)

[Update Roster](#) [Create an Assignment](#) [Save](#) Pages: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#)

Student	Ex Abs	Unex	Att	Cmt	Thu 7/13	Fri 7/14	Mon 7/17	Tue 7/18	Wed 7/19	Thu 7/20	Fri 7/21	Mon 7/24	Tue 7/25	Wed 7/26
DiMino, Nadja							A							
Dipolis, Taylor								T						
Divish, Keiara									A					
Duffy, Brendan											FT			
Householder, Morgan														

It may be necessary to select a page link to navigate to the correct column for an assignment.

The table below displays symbols and colors used on the Grade Book Grid.

Data Entry Symbol	Display Code	Color	Description
?	?	Aqua	Missing
	d	Yellow	Past due
!	!	Gray	Excluded
!!	!!	Purple	Excluded but posted to Web

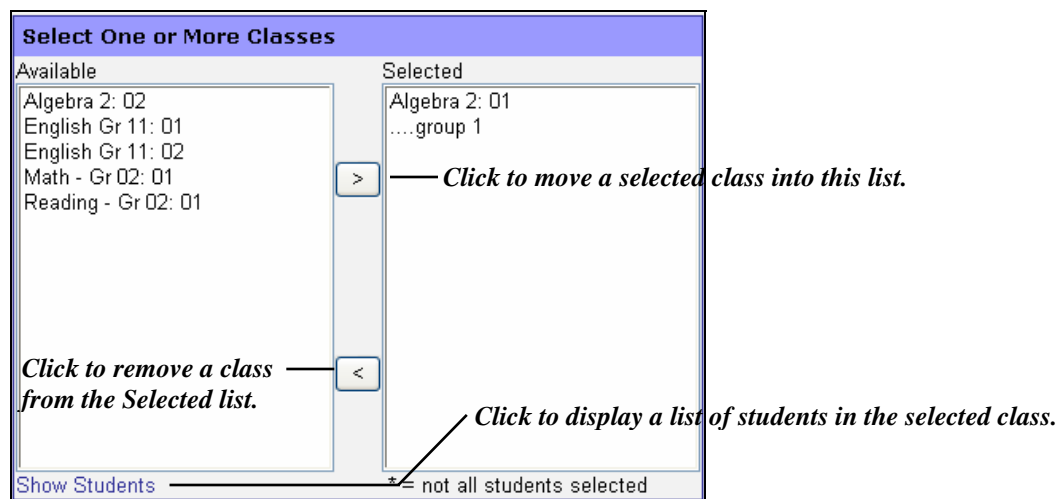
Display setting preferences can also be modified at the bottom of the Grade Book Grid screen. Different preferences can be set for each class.

Reports

You can generate a variety of reports from the Teacher Home Page and the Class Dashboard.



Some report criteria selection screens provide a list of available classes from which you can select one or more. Where this option is available, you can also select individual students from the class, if desired.



Another common report parameter is date selection, either by reporting period or date range.

Reporting period names on the Report screens may appear differently in ProgressBook because reporting periods are defined by each school district.

Reports can be displayed in the following formats:

- PDF
- Excel
- HTML
- RTF

When you have selected the appropriate report parameters on the criteria selection screen, click **Run the Report** or **Submit** to display the report. All reports open in a separate browser window. After you have viewed the report, close the report window and return to the ProgressBook Report screen.

To print the report you must select the print option from within the software application it is displayed.

Grade Book Setup

Password

ProgressBook recognizes each user by individual login. Depending on your school district's setup, changing your password may also change your password for other systems. Ask your ProgressBook system manager about your district's specific setup.

Change your password

1. On the Teacher Home Page, click **Change your password**.
2. On the Change Password screen, type the **old password** in the Old Password field.
3. Type the **new password** in the New Password field.
4. Type the **new password** again in the Retype your new Password field.
5. Click **Change Password**.

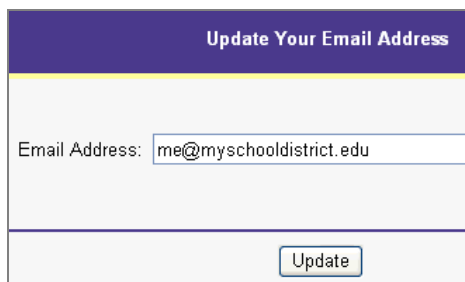
A screenshot of a web form titled "Change Password". The form has a light blue background. It contains three text input fields: "Old Password:" with a masked password "*****", "New Password:" with a masked password "*****", and "Retype your new Password:" with a masked password "*****". Below these fields is a button labeled "Change Password".

Email Address

The email address you enter here displays on the Parent/Student Access Web Site.

Update your email address

1. On the Teacher Home Page, click **Update Email Address**.
2. On the Update Your Email Address window, type your full **email address** in the Email Address field.
3. Click **Update**.
4. Close the Update Your Email Address window.

A screenshot of a web form titled "Update Your Email Address". The form has a dark blue header with the title in white. Below the header is a light gray background. It contains a text input field labeled "Email Address:" with the text "me@myschooldistrict.edu" entered. Below the field is a button labeled "Update".

Assignment Types

You must set up categories of classroom activities such as classwork, homework, quizzes, tests, etc., and assign a mark type to each category to be able to share individual assignments that use those categories in multiple classes. You must also create a unique name and abbreviation for each assignment type.

ProgressBook allows a variety of mark types including points, letters, percentages, pass/fail and more. It is recommended to use points as the mark type for all assignment types. ProgressBook then translates the student averages into the appropriate letter grade based on the grading scale setup option to be selected later.

Once assignment types have been created, designate classes that will use each assignment type by selecting the check box for the class.

Set up assignment types

1. On the Teacher Home Page, select **Setup Assignment Types**.
2. On the Assignment Types screen, enter the **name** and **abbreviation** for each assignment type.
3. Select the appropriate **mark type** from the list for each assignment type.
4. To use the assignment type in one or multiple classes, select the **check box** for each **class**.
5. Click **Save**.

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Grade Book | Special Services | Help | Logout

Assignment Types

Dashboard All Classes

Enter an assignment type, then check each of the classes that will use it or check "All" for all classes.

Name	Abbr	Mark Type	All	English Gr 11: 01	English Gr 11: 02	Mathematics Challenge	Period 1 Algebra	Period 2 Algebra	2nd Grade Math	Det?	Abbr
Classwork	CW	Points	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CW
Extra Credit	ExCr	Points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ExCr
Homework	HW	Points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HW
Participation	PART	Points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PART
Project	PROJ	Points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROJ
Quizzes	QZ	Points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QZ
Tests	TST	Points	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TST



Note: Do not use letter and number mark types within the same class because ProgressBook will not be able to calculate an average.



Note: You have the option to view assignment types in All Classes, All Primary classes, All Shared Classes, and a specific class or group.

Calculation Methods and Weights

The Calculation Methods and Weights setup allows you to set custom grade book options for calculating students' averages. ProgressBook can calculate grades using straight averages or weighted averages.

If you use straight averages for every grading period and want ProgressBook to recalculate student averages automatically, you do not need to change the setup. When using straight averages, you still have the ability to weight individual assignments as you create them.

If you use weighted averages by types of assignments, you must enter the weight values for each assignment type. ProgressBook also provides the option of using either the same calculation or different calculations for each grading period.

ProgressBook will automatically recalculate the grade book after each change, however, you can change this to manually recalculate, if desired.

Set up weighted averages by assignment type

1. On the Teacher Home Page, click **Setup Calc Methods & Weights**.
2. On the Average Calculation Setup screen, select the appropriate **class** in the Class list.
3. Select one of the following **options** in the Choose a calculation option box.
 - Use the same calculation for each grading period – default option
 - Use different calculations for each grading period
4. Select **Weighted Average** in the Select the Calculation Method list.
6. Enter **weights** for each assignment type displayed in the Assignment Type Weight box.
7. Click **Save**.



Note: If you choose to use a different calculation method for each reporting period, a new calculation box appears for each period. However, the calculation method does not appear until the period has been scheduled. You may have to wait until the end of the current reporting period to select the calculation method for the next reporting period.



Note: You should enter weights as a factor of the number of times a particular assignment type counts toward the student's average. For example, entering 1 for homework, 1 for quizzes, and 2 for test, results in homework calculating as $\frac{1}{4}$, quizzes as $\frac{1}{4}$, and tests as $\frac{1}{2}$ of the student's average.

Select the Calculation Method: Weighted Average

If you have chosen to use Weighted Averages, fill in the following section:

Assignment Type	Weight
Homework	1
Quizzes	1
Test	2

Grading Scale Options

Grading scales are defined in ProgressBook by your ProgressBook system manager. You must select a grading scale to instruct ProgressBook how to translate average marks into report card grades. To select the appropriate grading scale for your classes, use one of the options described below.

Default

ProgressBook uses the default grading scale set up by your ProgressBook system manager for the selected class and grade level. If you use the Default option, you do not have to change anything on the Grading Scale Setup screen.



Note: If you leave the grade book set on the Default option and a student's average appears as a question mark (?), ProgressBook may have been unable to find a default grading scale. You should use Custom Setup 1. The Default option does not allow overriding the grading scale for individual students.

Custom Setup 1

Custom Setup 1 option allows you to designate the appropriate grading scale for the class and override the grading scale for individual students, as necessary. This setup is used for traditional report cards.

Custom Setup 2

Custom Setup 2 option is used with standards-based report cards which are popular in the primary grade levels. This setup allows assignments to be mapped to custom assessments on the report card enabling ProgressBook to automatically calculate grades for each assessment. The report card and assessments are defined and set up by your school district.

Use custom setup 1

1. From the Grading Scale Setup screen, select **Custom Setup 1**.
2. Click **Save**.
3. Click **Save Next**.
4. On the Grading Scale tab, click the **Click here to view the grading scales** link to preview the available grading scales.

Class: Algebra 2: 01

Grading Scale Student Override Copy

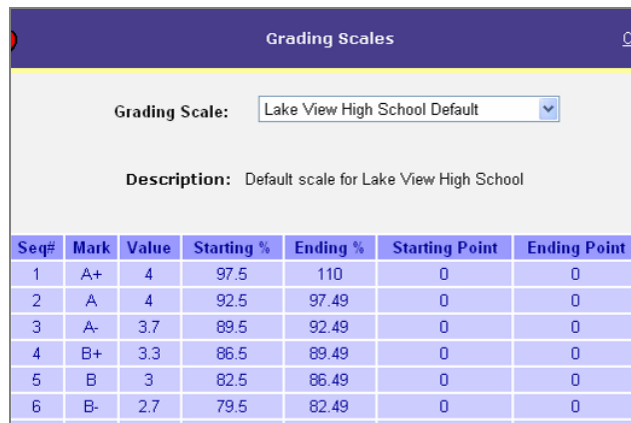
The default grading scale for this class is:

Lake View High School Default

[Click here to view the grading scales](#)

Save Save Next >>

Grade Book Setup



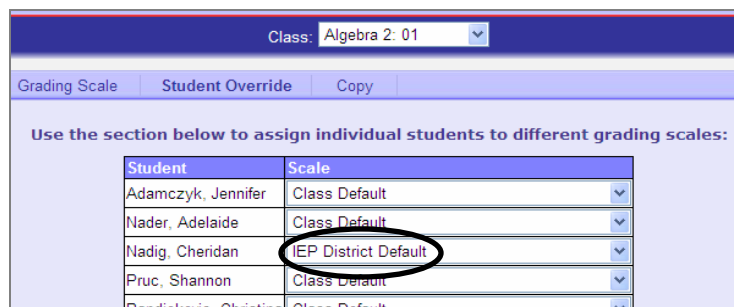
Grading Scales

Grading Scale: Lake View High School Default

Description: Default scale for Lake View High School

Seq#	Mark	Value	Starting %	Ending %	Starting Point	Ending Point
1	A+	4	97.5	110	0	0
2	A	4	92.5	97.49	0	0
3	A-	3.7	89.5	92.49	0	0
4	B+	3.3	86.5	89.49	0	0
5	B	3	82.5	86.49	0	0
6	B-	2.7	79.5	82.49	0	0

- Close the Grading Scales window.
- On the Grading Scales tab of the Grading Scale Setup screen, select the **grading scale** you want to use from the list.
- Click **Save Next**.
- On the Student Override tab, select an **alternate grading scale** for specific students, if appropriate.



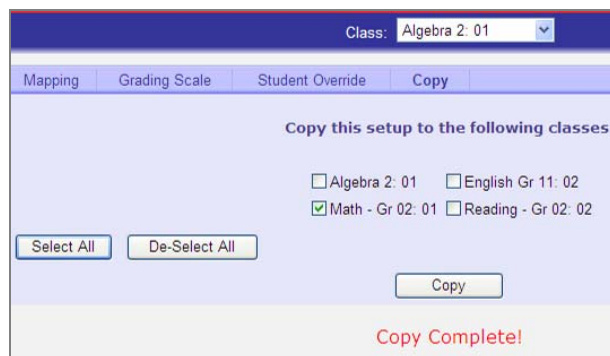
Class: Algebra 2: 01

Grading Scale Student Override Copy

Use the section below to assign individual students to different grading scales:

Student	Scale
Adamczyk, Jennifer	Class Default
Nader, Adelaide	Class Default
Nadig, Cheridan	IEP District Default
Pruc, Shannon	Class Default
Rondelovic, Christina	Class Default

- Click **Save Next**.
- On the Copy tab, select the **class(es)** to copy the grading scale setup to.
- Click **Copy**.



Class: Algebra 2: 01

Mapping Grading Scale Student Override Copy

Copy this setup to the following classes:


☐ Algebra 2: 01 ☐ English Gr 11: 02

☒ Math - Gr 02: 01 ☐ Reading - Gr 02: 02

Select All De-Select All

Copy

Copy Complete!

 Note: Student override settings will not be copied to other classes.

Use custom setup 2

1. On the Teacher Home Page, click **Setup Grading Scales**.
2. On the Grading Scale Setup screen, select the appropriate **class** in the Class list.
3. Select **Custom Setup 2**.
4. Click **Save**.
5. Click **Save Next**.
6. On the Report Cards tab, select the **report card**, and if applicable, the interim you want to use.
7. Click **Save Next**.
8. Select the **grading scale** from the list to use for each **report card assessment**.
9. Select the **grading scale** from the list to use for each **interim assessment**.
10. Select the **assessment** ProgressBook should display in the grade book wherever a single student average appears.
11. Click **Save Next**.
12. On the Student Override tab, select the student that will use an alternate grading scale, and then select the alternate grading scale for each report card assessment.
13. Click **Save Next**.
14. On the Copy tab, select only the classes that are the same subject to copy this setup to because report card assessments are different for each subject.
15. Click **Copy**.
16. Click the **Grade Book** link to return to the Teacher Home Page.

Class: Reading - Gr 02: 01

Report Cards Grading Scale Student Override Copy

Assign the grading scales to use for each assessment
[Click here to view the grading scales](#)

2nd Grade Report Card

Assessment	Grading Scale
Overall Grade	Lake View Primary School Default
Applies phonics skills as presented	OSU
Applies reading strategies as presented	OSU
Recognizes vocabulary	OSU
Reads fluently	OSU
Demonstrates comprehension	OSU
Applies higher level thinking skills	OSU

Elem Grade Interim

Assessment	Grading Scale
Demonstrates appropriate behavior	OSU
Understands skill/concepts introduced	OSU

Choose the default assessment to show for the students' progress:

2nd Grade Report Card: Overall Grade

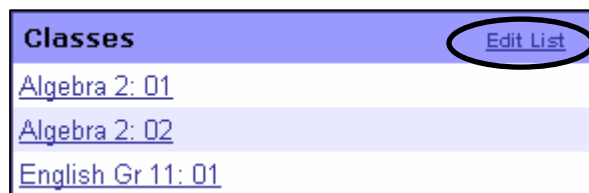
Save Save Next >>

Class List

Class naming conventions and scheduling are set up in the student-information system, if your school is integrated with one. However, you can change the display name and order in ProgressBook for your classes using the Edit List option. You can also hide a class that does not meet in the current grading period.

Edit class list

1. On the Teacher Home Page, click the **Edit List** link in the Classes area.
2. On the Class Setup screen, type the **new name** for the class in the Class Alias (Optional) column.
3. Type a **number** in the Order column to designate the order in which you want the class to appear on the Teacher Home Page.
4. Click the **check box** in the Hide column to hide the class from your grade book.
5. Click **Save**.
6. Click the **Grade Book** link to return to the Teacher Home Page.



Use this form to hide classes from your gradebook and to change the order that classes appear in your gradebook. You can also assign alias names to your classes. These aliases only apply to your gradebook and will not be reflected on report cards.

Class	Class Alias (Optional)	Order	Hide?
English Gr 11: 02			<input checked="" type="checkbox"/>
Reading - Gr 02: 02			<input type="checkbox"/>
Mathematics Challenge *This is a Class Group		0	<input type="checkbox"/>
Algebra 2: 01	Math II	1	<input type="checkbox"/>
Math - Gr 02: 01	Math I	2	<input type="checkbox"/>

Save


Attendance

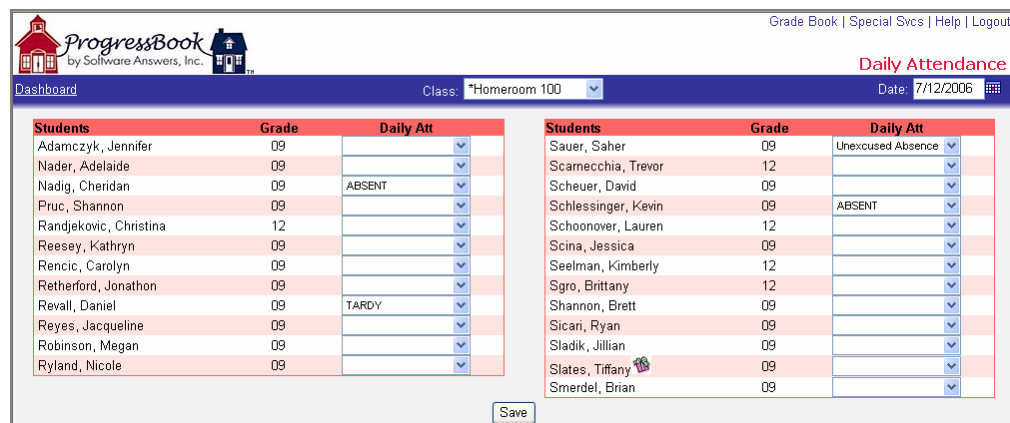
Daily and Period Attendance

The procedure for taking daily and period attendance is the same; however, the screens are slightly different. The Daily Attendance screen uses red shading while the Period Attendance screen uses blue shading. The available attendance codes are set up by the ProgressBook system manager.

In the absence of a formal homeroom, teachers can take daily attendance using a class designated by office administrators. If you take daily attendance in ProgressBook, you should take it every day, even if you do not select any of the attendance codes. Clicking Save on the Daily Attendance screen denotes that daily attendance was taken. Once daily attendance has been saved, most schools require changes made to attendance to be made by school attendance personnel.

Enter attendance

1. On the Daily or Period Attendance screen, select the appropriate **class** in the Class list.
2. Verify that **today's date** displays in the Date field. If it is not the correct date, click  to select it or type it in the field.
3. Select the appropriate **absence type** in the Attendance list.
4. Click **Save**.
5. Click the **Dashboard** link to return to the Class Dashboard.



Students	Grade	Daily Att
Adamczyk, Jennifer	09	
Nader, Adelaide	09	
Nadig, Cheridan	09	ABSENT
Pruc, Shannon	09	
Randjekovic, Christina	12	
Reesey, Kathryn	09	
Rencic, Carolyn	09	
Retherford, Jonathon	09	
Revall, Daniel	09	TARDY
Reyes, Jacqueline	09	
Robinson, Megan	09	
Ryland, Nicole	09	

Students	Grade	Daily Att
Sauer, Saher	09	Unexcused Absence
Scarnecchia, Trevor	12	
Scheuer, David	09	
Schlessinger, Kevin	09	ABSENT
Schoonover, Lauren	12	
Scina, Jessica	09	
Seelman, Kimberly	12	
Sgro, Brittany	12	
Shannon, Brett	09	
Sicari, Ryan	09	
Sladik, Jillian	09	
Slates, Tiffany	09	
Smerdel, Brian	09	

Period Attendance Report

The Period Attendance Report provides teachers with numerous options for presenting summary- and detail-level period attendance data. Three detailed report versions display attendance information using a variety of grouping and filtering combinations. A summary report version displays attendance information by teacher, class, and student. The Basic Details – Two Column report version does not allow filtering.

Run Period Attendance Report

1. On the Teacher Home Page, select **Period Attendance Report** in the Reports list.
2. Click **Run**.
3. On the Period Attendance Report screen, select the **class(es)** in the Available column on which to run the report.
4. Click > to move the selected classes to the Selected column.
5. Select the appropriate **reporting period**.
6. Select the appropriate **version**.
7. Select the appropriate **absence type** to display on the report.
8. Select the desired **output format**.
9. Click **Run the Report**.



Note: If a message displays asking to open or save the file, click Open to view the report. This message may display depending on your browser's security settings.

10. View the report and save or print it, if desired.
11. Close the report and return to the Period Attendance Report screen.
12. Click the **Grade Book** link to return to the Teacher Home Page.

Select the Report Options, then Click the "Run" Button

Available Algebra 2: 02 English Gr 11: 01 English Gr 11: 02 Math - Gr 02: 01 Reading - Gr 02: 01	> <	Selected Algebra 2: 01	Select Time Frame: Select A Reporting Period: <input type="checkbox"/> Q1 <input type="checkbox"/> Q2 <input type="checkbox"/> Q3 <input checked="" type="checkbox"/> Q4 Enter a Range: Start Date: <input type="text"/> End Date: <input type="text"/>																		
Select the Version: <input type="radio"/> Basic Details - Two Column <input checked="" type="radio"/> Details by Student/Class/Date <input type="radio"/> Details by Student/Date/Class <input type="radio"/> Details by Teacher/Class/Date/Student <input type="radio"/> Summary by Teacher/Class/Student		Check the box to apply the selection criteria: <table border="1"> <tr><td><input type="checkbox"/> Excused Absences</td><td>></td><td>0</td></tr> <tr><td><input type="checkbox"/> Unexcused Absences</td><td>></td><td>0</td></tr> <tr><td><input type="checkbox"/> Total Absences</td><td>></td><td>0</td></tr> <tr><td><input type="checkbox"/> Excused Tardies</td><td>></td><td>0</td></tr> <tr><td><input type="checkbox"/> Unexcused Tardies</td><td>></td><td>0</td></tr> <tr><td><input type="checkbox"/> Total Tardies</td><td>></td><td>0</td></tr> </table> <input type="radio"/> And <input checked="" type="radio"/> Or		<input type="checkbox"/> Excused Absences	>	0	<input type="checkbox"/> Unexcused Absences	>	0	<input type="checkbox"/> Total Absences	>	0	<input type="checkbox"/> Excused Tardies	>	0	<input type="checkbox"/> Unexcused Tardies	>	0	<input type="checkbox"/> Total Tardies	>	0
<input type="checkbox"/> Excused Absences	>	0																			
<input type="checkbox"/> Unexcused Absences	>	0																			
<input type="checkbox"/> Total Absences	>	0																			
<input type="checkbox"/> Excused Tardies	>	0																			
<input type="checkbox"/> Unexcused Tardies	>	0																			
<input type="checkbox"/> Total Tardies	>	0																			
Select the Output Format: <input type="radio"/> PDF <input checked="" type="radio"/> Excel <input type="radio"/> TIFF <input type="radio"/> RTF																					

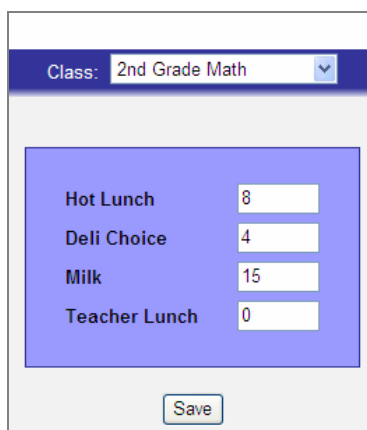
Show Students * = not all students selected

Lunch Counts

ProgressBook provides automated lunch count reporting, enabling Food Services personnel to run reports to plan food preparation for an entire school building.

Enter lunch counts

1. On the Teacher Home Page or Class Dashboard, click **Lunch Counts**.
2. On the Lunch Counts screen, type the total **number of lunches** ordered next to the appropriate lunch option.
3. Click **Save**.
4. Click the **Grade Book** link at the top of the screen to return to the Teacher Home Page.



Class: 2nd Grade Math	
Hot Lunch	8
Deli Choice	4
Milk	15
Teacher Lunch	0

Save



Note: Only users logged in as Food Services and Administrators can change the available choices that appear on the Lunch Counts screen.

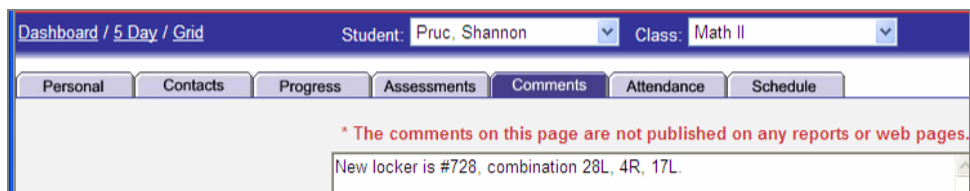
Comments

Student Profile Comments

Student profile comments are unique to the class in which the student is scheduled. These comments are not published on any reports or the Parent/Student Access Web Site.

Enter student profile comments

1. On the Class Dashboard, select a **student** in the Student list.
2. On the Student Profile screen, click the **Comments** tab.
3. Type your **comment** in the text area.
4. Click **Save**.
5. Click the **Dashboard** link to return to the Class Dashboard.



The screenshot shows a web application interface for a student profile. At the top, there is a navigation bar with links: "Dashboard / 5 Day / Grid". To the right of the navigation bar, there are dropdown menus for "Student: Pruc, Shannon" and "Class: Math II". Below the navigation bar, there is a row of tabs: "Personal", "Contacts", "Progress", "Assessments", "Comments", "Attendance", and "Schedule". The "Comments" tab is currently selected. Below the tabs, there is a red warning message: "* The comments on this page are not published on any reports or web pages." Below the warning message, there is a text input field containing the text: "New locker is #728, combination 28L, 4R, 17L." To the right of the text input field, there is a small icon of a document with a pencil.






Note: The Student Profile view also provides teachers with access to progress reports for other classes that student is scheduled in, cumulative daily attendance data, and parent contact information.

Daily Comments

Daily comments may refer to a student’s behavior or class participation on a specific date. These comments can be displayed on the Parent/Student Access Web Site, as well as the Student Progress Reports.

Enter daily comments

1. On the Class Dashboard, click  next to a student.
2. On the Daily Comments window, type your **comment** in the text area.
3. Select Publish to the Web, if desired, to allow parents to view the comment on the Parent/Student Access Web Site.
4. Click **Update**.
5. Refresh the Class Dashboard.
6. Hover over  next to the student to view the comment.

 **Daily Comments**

Student: Huller, Julia Date: 6/15/2005
















You may enter up to 2000 characters

Julia has not been able to stay focused for the past week. She has not responded to offers of additional help before or after school. She is also missing an assignment which is affecting her grade average.

1795 characters left

Publish to the Web? ☒

Check Spelling Update

Student	Miss	Att	
Diem, Steven			
DiMino, Nadja			
Dipolis, Taylor			
Divish, Keiara			
Duffy, Brendan			
Householder, Morgan			
Howard, Jack			
Hujarski, Kyle			
Hula, Bach			
Huller, Julia			
Humerickhouse, Emma			
Humphrey, Eric			
Hunt, Jaymie			
Hunter, Lauren			
Huppert, Elise			

Lesson Plan for 6/15

Classroom Admin

[Seating Chart](#) [Lunc](#)

[Daily Attendance](#) [by S](#)

[Period Attendance](#) [by S](#)

[Post Homework](#) [Post](#)

[View Parent/Student Acces](#)

Assignments &

[Grade Book Grid](#) [5 Da](#)

[Add an Assignment](#) [Docu](#)

[Assignment Types](#) [Grad](#)

[Calc Methods & Weights](#)

Julia has not been able to stay focused for the past week. She has not responded to offers of additional help before or after school. She is also missing an assignment which is affecting her grade average.

Class Roster

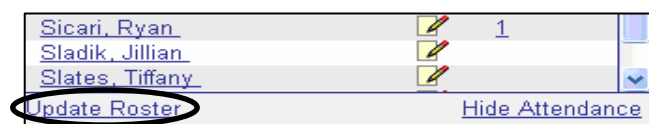
Update Class Roster

You can update the class roster from the Class Dashboard by selecting the Update Roster link at the bottom of the screen. Options for updating the class roster include:

- Sorting students in a specified order – Default order is alphabetical.
- Grouping students together – Groups must be created in the Setup Groups Within Classes option on the Teacher Home Page.
- Hiding students – Use to hide students no longer in your class.
- Adding students – Do not use if integrated with a student-information system. This option may not be available in your system.





Note: If your school district integrates with a student-information system, scheduling changes must be entered in that system. ProgressBook is updated nightly to reflect changes made in the student-information system.



Note: The red w displays to indicate students who have withdrawn from the class. Hide the student to prevent the name from displaying on a class roster.



Note: If your school district is integrated with a student information system that recognizes future student enrollment dates, the  icon may display on the class roster screen when a student is scheduled to begin your class at a future date. The student will automatically display on the class dashboard upon the enrollment date.



Grade Book | Special Services | Help | Logout

Class Roster

Dashboard / 5 Day / Grid

Class:
Period 1 Algebra

Name	Order	Group	Hide?
Sauer, Saher W		<div>Red</div>	<input checked="" type="checkbox"/>
Nader, Adelaide	1	<div>Red</div>	<input type="checkbox"/>
Nadig, Cheridan	1	<div>Red</div>	<input type="checkbox"/>
Pruc, Shannon	1	<div>Red</div>	<input type="checkbox"/>
Randjekovic, Christina	1	<div>Red</div>	<input type="checkbox"/>
Reesey, Kathryn	1	<div>Red</div>	<input type="checkbox"/>
Rencic, Carolyn	1	<div>Red</div>	<input type="checkbox"/>
Retherford, Jonathon	1	<div>Red</div>	<input type="checkbox"/>
Revall, Daniel	1	<div>Red</div>	<input type="checkbox"/>
Adamczyk, Jennifer	2	<div>Blue</div>	<input type="checkbox"/>
Reyes, Jacqueline	2	<div>Blue</div>	<input type="checkbox"/>
Robinson, Megan	2	<div>Blue</div>	<input type="checkbox"/>
Ryland, Nicole	2	<div>Blue</div>	<input type="checkbox"/>

Add Students

Name	Order	Group	Hide?
Scarnecchia, Trevor	2	<div>Blue</div>	<input type="checkbox"/>
Scheuer, David	2	<div>Blue</div>	<input type="checkbox"/>
Schlessinger, Kevin	2	<div>Blue</div>	<input type="checkbox"/>
Smerdel, Brian	2	<div>Blue</div>	<input type="checkbox"/>
Schoonover, Lauren	3	<div>Green</div>	<input type="checkbox"/>
Scina, Jessica	3	<div>Green</div>	<input type="checkbox"/>
Seelman, Kimberly	3	<div>Green</div>	<input type="checkbox"/>
Sgro, Brittany	3	<div>Green</div>	<input type="checkbox"/>
Shannon, Brett	3	<div>Green</div>	<input type="checkbox"/>
Sicari, Ryan	3	<div>Green</div>	<input type="checkbox"/>
Sladik, Jillian	3	<div>Green</div>	<input type="checkbox"/>
Slates, Tiffany	3	<div>Green</div>	<input type="checkbox"/>

Save



Note: The add students link may not display on your screen if you are integrated with a student information system.

Class Roster Report

The Class Roster Report lists the students in a class. You can run one Class Roster Report for multiple classes.

Run Class Roster Report

1. On the Teacher Home Page, select **Class Roster** in the Reports list.
2. Click **Run**.
3. On the Class List Report screen, select the **class(es)** on which to run the report.
4. Select the **sort option**.
5. Select the desired **output format**.
6. Click **Submit**.
7. View the report and save or print it, if desired.
8. Close the report window.
9. On the Class List Report screen, click the **Grade Book** link to return to the Teacher Home Page.

Select a Class	
<input type="checkbox"/> Reading - Gr 02: 02	<input checked="" type="checkbox"/> Math II
<input type="checkbox"/> Mathematics Challenge	<input checked="" type="checkbox"/> Math I

Select Sort Options	Select the Output Format
<input checked="" type="radio"/> Sort by Student Number <input type="radio"/> Sort by Student Name <input type="radio"/> Sort by Roster Order	<input checked="" type="radio"/> Excel <input type="radio"/> HTML

Assignments and Marks



Assignments

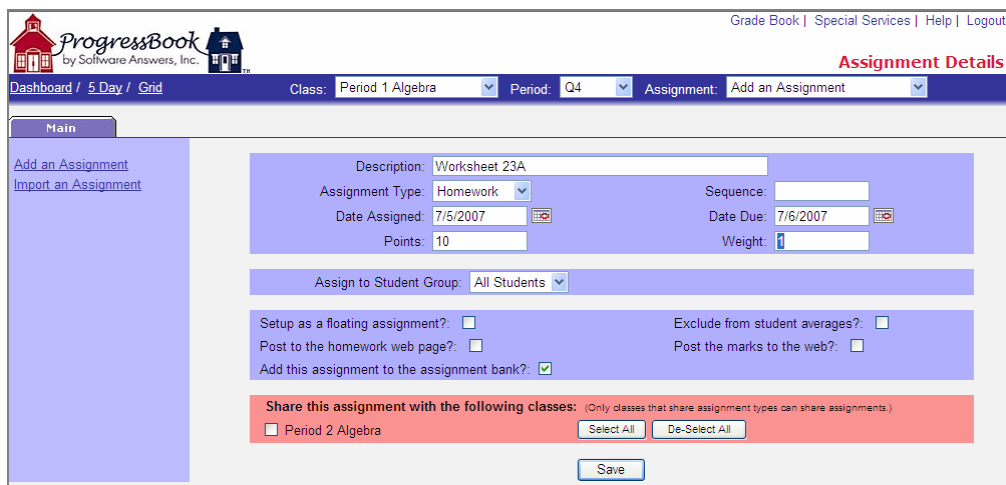
ProgressBook allows a variety of options for creating assignments. You can create individual assignments, set assignments to recur, or share them among classes.

Generally, the Assignment Details screen includes three tabs: Main, Standards, and Marks. Only the Main tab is visible when initially creating the assignment, but the others display once the assignment has been saved. If you chose the Custom Setup 2 option for standards-based report cards, the report card assessments display on the Main tab to enable teachers to map assignments to the correct assessments.

Add assignments

Required steps

1. On the Class Dashboard, click the **Add an Assignment** link.
2. On the Assignment Details screen, type a **description of the assignment** in the Description field.
3. Select the **type of assignment** from the Assignment Type list.
4. Click  next to the Date Assigned field to select the **date the assignment will begin**, or type it in the field.
5. Click  next to the Date Due field to select the **date the assignment is due**, or type it in the field.
6. Enter the **value** of the assignment in the Points field.
7. Click **Save**.
8. Click the **Dashboard** link to return to the Class Dashboard.



Note: If you are using standards-based report cards, you must also select the appropriate report card assessment(s).

Optional steps

You may perform any of the following optional steps depending on the type of assignment you are creating.

- To change the weight of an individual assignment, enter a number other than 1 in the Weight field.
- To assign the assignment to a group rather than the entire class, select a group from the Assign to Student Group list. All Students is the default option.
- To designate the assignment as a floating assignment (different assigned and due dates for each student), select the Setup as a floating assignment? check box.
- To post the assignment description and due date to the Homework section of the Parent/Student Access Web Site, select the Post to the homework web page? check box.
- To add the assignment to the Assignment Bank, select Add this assignment to the Assignment Bank check box.
- To post the marks for the assignment to the Progress Details section of the Parent/Student Access Web Site, select the Post the marks to the web? check box.
- To share the assignment with other classes, click the check box next to the appropriate class(es).
- To designate the assignment as an extra credit assignment, enter 0 in the Points field.

Assign to Student Group: All Students ▼	
Setup as a floating assignment?: <input type="checkbox"/>	Exclude from student averages?: <input type="checkbox"/>
Post to the homework web page?: <input type="checkbox"/>	Post the marks to the web?: <input type="checkbox"/>
Add this assignment to the assignment bank?: <input checked="" type="checkbox"/>	
Share this assignment with the following classes: (Only classes that share assignment types can share assignments.)	
<input checked="" type="checkbox"/> Period 2 Algebra	<input type="button" value="Select All"/> <input type="button" value="De-Select All"/>



Note: If the class(es) you want to share an assignment with does not appear in the Share box, go back to the Assignment Types setup screen and make sure the classes use the same assignment types.

Assignment Marks

You can enter marks for an assignment from the Assignment Marks screen or from the Grade Book Grid. The marks given for assignments are calculated in students' averages unless you choose to exclude a specific assignment. ProgressBook does not include an assignment in students' averages until a mark is entered for it or the assignment has been designated as missing.

Enter assignment marks

1. On the Class Dashboard, select a specific **assignment** in the Assignments list on the right side of the screen.
2. On the Marks tab of the Assignment Marks screen, notice the number of possible points for this assignment in the Points field on the left side of the screen.
3. Enter **marks** in the Mark column for each student.



Note: You can use the <Enter> or <Tab> keys to move from field to field.

4. To mark an assignment as missing for a student, leave the Mark field blank and select the check box in the Missing column next to the student.
5. To exclude the marks for an assignment, select the appropriate option in the Exclude list next to the student. By default, excluded assignments do not display on the Parent/Student Access Web Site unless the Exclude/Post option is selected.
6. To exclude the assignment marks from ALL students' averages, select the Exclude from student averages? check box on the left side of the screen.
7. To enter a **comment** regarding an individual student's mark for this assignment, type it in the Comments column.
8. Click **Save**.
9. Click the **Dashboard** link to return to the Class Dashboard.

Student	Mark	Missing	Exclude?	Comments
Nader, Adelaide	9	<input type="checkbox"/>	<input type="checkbox"/>	
Nadig, Cheridan	10	<input type="checkbox"/>	<input type="checkbox"/>	
Proc, Shannon	9	<input type="checkbox"/>	<input type="checkbox"/>	
Randjelovic, Christina	9	<input type="checkbox"/>	<input type="checkbox"/>	
Reesey, Kathryn	8	<input type="checkbox"/>	<input type="checkbox"/>	
Rencic, Carolyn	9	<input type="checkbox"/>	<input type="checkbox"/>	
Rutherford, Jonathon	10	<input type="checkbox"/>	<input type="checkbox"/>	
Rovall, Daniel	8	<input type="checkbox"/>	<input type="checkbox"/>	
Adamczyk, Jennifer	10	<input type="checkbox"/>	<input type="checkbox"/>	
Royce, Jacqueline	10	<input type="checkbox"/>	<input type="checkbox"/>	
Robinson, Megan	9	<input type="checkbox"/>	<input type="checkbox"/>	

Set assignment default marks


To save time, you can set a default mark for an assignment for all students and then change only those marks that are different. You can set a default mark only on the Assignment Marks screen; not on the Grade Book Grid.

1. On the Marks tab of the Assignment Marks screen, type the **default mark** in the Set all to the following default mark field.
2. Select the appropriate option for the Override existing marks? setting.
3. Click **Go**.



Note: Default marks will override unsaved individual marks even if No is selected for the Override existing marks? option. Remember to save marks entered manually before entering a default mark.

Set all to the following default mark:



Override existing marks?

☐ Yes

☒ No


Enter assignment marks on Grade Book Grid

The Grade Book Grid allows you to enter marks for multiple assignments from a single screen.



Note: You can use the <Enter> or <Tab> keys to move from field to field.

1. On the Teacher Home Page or Class Dashboard, click **Grade Book Grid**.
2. On the Grade Book Grid screen, make sure the class you are entering grades for displays in the Class list. If it is not the correct class, select it.
3. Make sure the **current quarter** displays in the Period field. If it is not the correct quarter, select it.
4. The full assignment name displays at the top of the column by default; however, if your preferences are set to display the abbreviation only, hover over the **assignment abbreviation** to display the description and identify the correct column in which to enter marks.
5. Type the appropriate **mark** in the Assignment field for each student.
6. Click **Save**.



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Grade Book | Special Services | Help | Logout

Grade Book Grid

Dashboard

Class: 2nd Grade Math

Period: Q4

View: Rpt Card - Applies problem solving skill

Go

Update Roster

Create an Assignment

Save

Student	Avg	Ms	Att	Cmt	OZ 3/26 Chapter 8 Quiz	OZ 4/2 Chapter 7 & 8 Quiz	HW 4/23 Math Solver Sheet 31	OZ 4/30 Chapter 10 Quiz	OZ 5/28 Chapter 11 Quiz	OZ 6/4 Chapter 10 & 11 Quiz	HW 5/18 Multiplication 1-7 Worksheet
DiMino, Nadja	91.62 A- 339/370		T		<input type="text" value="47"/>	<input type="text" value="76"/>	<input type="text" value="8"/>	<input type="text" value="38"/>	<input type="text" value="43"/>	<input type="text" value="78"/>	<input type="text" value="19"/>
Dipolis, Taylor	84.59 B 313/370				<input type="text" value="42"/>	<input type="text" value="63"/>	<input type="text" value="8"/>	<input type="text" value="47"/>	<input type="text" value="40"/>	<input type="text" value="62"/>	<input type="text" value="24"/>
Divish, Keiara	82.70 B 306/370				<input type="text" value="41"/>	<input type="text" value="73"/>	<input type="text" value="9"/>	<input type="text" value="44"/>	<input type="text" value="39"/>	<input type="text" value="57"/>	<input type="text" value="20"/>
Duffy, Brendan W	86.76 B+ 321/370				<input type="text" value="40"/>	<input type="text" value="62"/>	<input type="text" value="10"/>	<input type="text" value="47"/>	<input type="text" value="46"/>	<input type="text" value="60"/>	<input type="text" value="25"/>
Householder, Morgan	88.92 B+ 329/370				<input type="text" value="40"/>	<input type="text" value="69"/>	<input type="text" value="10"/>	<input type="text" value="44"/>	<input type="text" value="47"/>	<input type="text" value="64"/>	<input type="text" value="25"/>
Howard, Jack	84.05 B 311/370				<input type="text" value="36"/>	<input type="text" value="66"/>	<input type="text" value="10"/>	<input type="text" value="38"/>	<input type="text" value="36"/>	<input type="text" value="79"/>	<input type="text" value="19"/>
Hujarski, Kyle	86.22 B 319/370				<input type="text" value="41"/>	<input type="text" value="72"/>	<input type="text" value="8"/>	<input type="text" value="36"/>	<input type="text" value="39"/>	<input type="text" value="66"/>	<input type="text" value="24"/>
Hula, Bach	71.08 C- 263/370	1			<input type="text" value="42"/>	<input type="text" value=""/>	<input type="text" value="9"/>	<input type="text" value="40"/>	<input type="text" value="40"/>	<input type="text" value="78"/>	<input type="text" value="21"/>

Missing Assignment Report

The Missing Assignment Report lists missing assignments by student or assignment. To include assignments in this report, you must have designated assignments as missing on the Assignment Marks screen.

Run Missing Assignment Report

1. On the Teacher Home Page, select **Missing Assignment Report** in the Reports list.
2. Click **Run**.
3. On the Missing Assignment Report screen, select the **class(es)** on which to run the report.
4. Select the appropriate **period**.
5. Select the **sort option**.
6. Select the desired **output format**.
7. Click **Run the Report**.
8. Review the report and save or print it, if desired.
9. Close the report window.
10. On the Missing Assignment Report screen, click the **Grade Book** link to return to the Teacher Home Page.

Grades

Interim and Report Card Grades


The Interim and Report Card forms sent to students' parents are custom designed by the ProgressBook system manager, but teachers enter the grades that appear on these forms. You can enter grades by student or by class. If your report card has a large number of assessments, you may want to select students individually to enter grades.

Enter Interim/Report Card grades by class

1. On the Teacher Home Page or the Class Dashboard, click **Enter Interims** or **Enter Report Cards**.
2. On the Interim Entry screen or Report Card Entry screen, verify that the appropriate **class** displays in the Class list. If it is not the correct class, select it.
3. Click the **Show All Students** link under the Class list.



Note: To enter grades by student, click the appropriate student in the list.

4. Verify that the correct interim or report card displays in the Rpt list. If it is not the correct report card, select it.
5. Click the check box above the current quarter.
6. Click  to automatically calculate and populate the grade using the marks previously entered in the grade book.



Note: For standards-based report cards, ProgressBook automatically populates the grade for each assessment. If an assessment grade remains blank, no assignments were mapped to that assessment during the grading period.



7. To override the automatically calculated interim mark, select the mark and change it.
8. If you have to manually enter assessments for each student, click the **Assessment name** to view a list of valid codes and respective descriptions.
9. Close the Valid Marks window.




Note: Valid mark types were previously entered by the ProgressBook system manager.

10. Select the appropriate **code(s)** from the list for each student.
11. Click **Save**.



Note: You may use the   icons to jump to the top or bottom of the list if the class includes a large number of students.

 **Note:** When entering grades by student, click **Save Next** to save the grades for that student and proceed to the next student, or you can click **Next** or **Previous** to change students without saving grades.

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Grade Book | Special Services | Help | Logout

Report Card Entry

Dashboard

Algebra 2: 01



Algebra 2

Rpt: Lake View High School

Check the columns to calculate, then press the = button.

Class	Assessment	Q1	Q2	EX2	FIN2	Q3	Q4	EX4	FIN4
Aldrich, Jacquelyn ID: 999920221 Avg: 70.61 Mark: C- Points: 173/245 HR Absent: 1 Tardy: 0 Per Absent: 2 Tardy: 2	Grade	C-							
	Effort	3							
	Comment	035							
Chemay, Joseph ID: 999708348 Avg: 87.76 Mark: B+ Points: 215/245 HR Absent: 2 Tardy: 0 Per Absent: 2 Tardy: 1	Grade	B+							
	Effort	2							
	Comment	043							
Rady, Alexander ID: 999319526 Avg: 82.86 Mark: B Points: 203/245 HR Absent: 2 Tardy: 0 Per Absent: 2 Tardy: 1	Grade	B							
	Effort	2							
	Comment	063							
Ramlo, Courtney ID: 999160109 Avg: 91.84 Mark: A- Points: 225/245 HR Absent: 2 Tardy: 0 Per Absent: 1 Tardy: 2	Grade	A-							
	Effort	1							
	Comment	053							
Ravada, Michael ID: 999000876 Avg: 90.20 Mark: A- Points: 221/245 HR Absent: 2 Tardy: 0 Per Absent: 1 Tardy: 2	Grade	A-							
	Effort	1							
	Comment	058							

[Show All Students](#)
 Aldrich, Jacquelyn
 Chemay, Joseph
 Rady, Alexander
 Ramlo, Courtney
 Ravada, Michael
 Rhodes, Elizabeth
 Richens, Elliot
 Rideskil, Youseff
 Ridgill, Elias
 Roman, Natalie
 Ruffner, Brian
 Sablotny, Molly
 Sandy, Daniel
 Santavicca, Danielle
 Saydell, Emily
 Sebian, Jillian
 Shorter, Brandon
 Shott, Kira
 Shuster, Kate
 Sibert, Jarrett

 **Note:** A red outline appears around the field  if the grade has not been saved.

12. Click the **Grade Book** link to return to the Teacher Home Page.

Class Progress Report

The Class Progress Report displays assignment marks, assignment type averages, and overall averages for all students in a class. You can print this report using student numbers instead of names to ensure anonymity in the classroom.

Run Class Progress Report

1. On the Teacher Home Page, select **Class Progress Report** in the Reports list.
2. Click **Run**.
3. On the Class Progress Report screen, select the **class** on which to run a report.
4. Select the appropriate **period**.
5. Select the desired **data options**.
6. Select the **sort order**.
7. Enter the **number of columns** to print on a page.
8. Select the desired **output format**.
9. Click **Run the Report**.
10. Review the report and save or print it, if desired.
11. Close the report window.
12. On the Class Progress Report screen, click the **Grade Book** link to return to the Teacher Home Page.

Student Progress Report

The Student Progress Report displays a student's cumulative performance by assignment type. When using standards-based report cards, the Student Progress Report by Assessments is particularly useful because it displays student progress based on mapped assignments to report card assessments. Both of these reports can be used in place of interim reports and for parent-teacher conferences.

Run Student Progress Report

1. On the Teacher Home Page, select either Student Progress Report or Student Progress Report by Assessment in the Reports list.
2. Click **Run**.
3. Select the **class(es)** in the Available column on which to run the report.
4. Click > to move the selected classes to the Selected column.
5. Select the appropriate **reporting period**.
6. Select the appropriate **feature(s)** to display on the report.
7. Select the desired **output format**.
8. Click **Submit**.
9. Review the report and save or print it, if desired.
10. Close the report window.
11. On the Student Progress Report screen, click the **Grade Book** link to return to the Teacher Home Page.

Student Progress Report

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Grade Book | Special Services | Help | Logout

Student Progress Report

Dashboard

Select One or More Students

Available

- Algebra 2: 01
- Algebra 2: 02
- English Gr 11: 01
- English Gr 11: 02
- Algebra 2
- Electrical Trades
- ... Adult
- ... First Year
- ... Second Year
- ... Third Year

Selected

- Math - Gr 02: 01

Show Students * = not all students selected

Select One or More Features

- ☐ Class Alias
- ☐ Class Average
- ☐ Daily Attendance
- ☐ Daily Comments
- ☐ Duplex Printing
- ☐ Hide Assignments
- ☐ Hide Exempt
- ☐ Parent Sig. Line
- ☐ Period Attendance
- ☐ Points Missing
- ☐ Student ID
- ☐ Posted to Parent Access
- ☒ Teacher Comment

Select Time Frame

Reporting Periods:

- ☐ Q1
- ☒ Q2
- ☐ Q3
- ☐ Q4

Select All De-Select All

Select the Output Format

- ☒ PDF
- ☐ Excel
- ☐ RTF
- ☐ Tiff
- ☒ Single Column Report
- ☐ 2 Column Report

Submit

Student Progress Report by Assessments

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Grade Book | Special Services | Help | Logout

Student Progress Report by Assessments

Select One or More Students

Available

- Algebra 2: 01
- Algebra 2: 02
- English Gr 11: 01
- English Gr 11: 02
- Math - Gr 02: 01

Selected

- Reading - Gr 02: 01

Show Students * = not all students selected

Select One or More Features

- ☐ Attendance
- ☐ Class Alias
- ☐ Class Average
- ☐ Daily Comments
- ☐ Duplex Printing
- ☐ Hide Assignments
- ☐ Hide Exempt
- ☐ Parent Sig. Line
- ☐ Points Missing
- ☐ Student ID
- ☒ Teacher Comment

Select Time Frame

Reporting Periods:

- ☒ Q1
- ☐ Q2
- ☐ Q3
- ☐ Q4

Select All De-Select All

Select the Output Format

- ☒ PDF
- ☐ Excel
- ☐ RTF
- ☐ Tiff

Submit

Gradebook Summary Report - Elementary

The Gradebook Summary Report – Elementary list students' marks including letter grades and percentages for all their classes. The report also displays daily attendance.

Run Gradebook Summary Report - Elementary

1. On the Teacher Home Page, select **Gradebook Summary Report – Elementary** in the Reports list.
2. Click **Run**.
3. On the Gradebook Summary Report – Elementary screen, select a **report card**.
4. Select the Report Card Course(s) on which to run the report.
5. Select the corresponding **classes** in the Select Class(es) list on which to run the report.
6. Select the appropriate **period**.
7. Select the desired **output format**.
8. To display all grades for all students, select the following academic criteria in the Gradebook Filter lists:
 - Classes with any in the first list
 - Letter Grade in the second list
 - <= in the third list
 - The highest possible grade on the grading scale in the fourth list
9. To display the report results by student name, select 1st in the Student Name list and 2nd in the Homeroom list.
10. Click **Run the Report**.
11. Review the report and save it, if desired.
12. Close the report window.
13. On the Gradebook Summary Report – Elementary screen, click the **Grade Book** link to return to the Teacher Home Page.

Lesson Plans

ProgressBook allows you to create and maintain text-based lesson plans. As a standards-based grade book application, academic standards for grades K-12 are available for use in mapping lesson plans and assignments.









A default lesson plan template provides a starting point for creating lesson plans. If the default template does not suit your needs, you can create your own unique template.

To enhance your lesson plans, you may attach files such as worksheets or charts. If you created lesson plans in a word processing program, you can copy and paste them into ProgressBook, and then use the Text Editor to adjust the formatting.

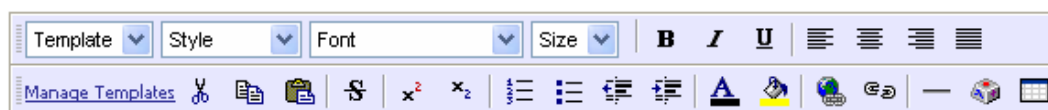
Lesson plans are saved in the Lesson Plan Bank and can be shared with other teachers. To simplify the search for lessons plans in the Lesson Plan Bank, you can use keywords or associate lesson plans with a specific content area, grade level, and unit.

The screenshot shows the 'Lesson Plan Maintenance' page in ProgressBook. The interface includes a top navigation bar with 'Grade Book | Special Services | Help | Logout' and a 'Lesson Plan Maintenance' link. A left sidebar contains a 'Lesson Info.' section with a 'Standards Connection' link and a list of actions: 'Schedule the Lesson', 'Preview the Lesson', 'Print the Lesson', 'Add a New Lesson', 'Copy the Lesson', 'Copy the Lesson Standards', 'Delete the Lesson', and 'Setup Lesson Plan Sharing'. The main content area is titled 'New Lesson' and features a 'Title:' field with a 'Save' button. Below this is a rich text editor with a toolbar and a message: 'This is the default template. To change it or add your own, click the Manage Templates Link Above.' The editor contains sections for 'Lesson Summary', 'Estimated Duration', 'Commentary', 'Pre-Assessment', and 'Scoring Guidelines'. At the bottom of the editor are 'Spell Check' and 'Save' buttons. Below the editor is a 'Private Notes (can not be viewed by others):' section with a text area. At the bottom is a section for optional information: 'Content Area:' and 'Grade Level:' dropdowns, 'Select a Unit:' dropdown or 'Enter a New Unit:' text field, a 'Summary:' text area, and 'Author:' and 'Share?' fields. The 'Author' field is pre-filled with 'Mrs. J Teacher1' and the 'Share?' dropdown is set to 'With teachers in my list'. A 'Save' button is at the bottom right of this section.

Once a lesson plan has been created and scheduled, it displays on the Class Dashboard on the Lessons tab. The icons that display next to each lesson plan allow you print, edit, reschedule, and remove the lesson plan from a class.

Assignments	Float Assign.	Lessons
Go over pages 471 through 480 10/19/2006 - 10/19/2006	 	<i>Opens the Lesson Plan View and Print windows.</i>
Go over pages 481 through 490 10/20/2006 - 10/20/2006	 	<i>Opens the Lesson Plan Maintenance screen to edit lesson plan text.</i>
Go over pages 491 through 500 10/23/2006 - 10/23/2006	 	<i>Removes the lesson schedule from a class, but does not delete the Lesson Plan.</i>
Go over pages 501 through 510 10/24/2006 - 10/24/2006	 	<i>Opens the Reschedule a Lesson window.</i>

Numerous tools are available in the Text Editor to format and edit lesson plan text.



 *Note: Text Editor functionality may vary depending on the browser being used.*


Create Lesson Plans

1. On the Teacher Home Page, click **Enter Lesson Plans**.
2. On the Lesson Plan Maintenance screen, type the **name of the lesson plan** in the Title field.
3. Type your **lesson plan text**.
4. Click **Save**.

Optional steps

You may perform any of the following optional steps when creating a lesson plan.

- To include private notes that cannot be viewed by any teachers with whom you share lesson plans, type text in the **Private Notes** text box.
- To associate the lesson plan with a specific subject, select it in the **Content Area** list.
- To assign the lesson plan to a specific grade level, select it in the **Grade Level** list.

 *Note: Assigning a content area and grade level makes searching for lesson plans much easier. If you have selected a content area and grade level while creating the lesson plan, it displays in the search results.*

- To associate the lesson plan with a specific category, type a name describing the lesson plan in the **Enter a New Unit** field or select a previously-created unit from the list.

Lesson Plans

- To share the lesson plan with other teachers, select **With teachers in my list** in the Share? list. (Click the Setup Lesson Plan Sharing link to designate the teachers with whom you want to share.)

The screenshot shows the ProgressBook Lesson Plan Maintenance interface. The top navigation bar includes links for Grade Book, Special Services, Help, and Logout. The main header displays the ProgressBook logo and the current lesson title, 'Practical Application: Everyday Math'. The left sidebar contains a 'Lesson Info' tab with a sub-tab 'Standards Connection' circled in red. Below this, a list of links is provided: Schedule the Lesson, Preview the Lesson, Print the Lesson, Add a New Lesson, Copy the Lesson, Copy the Lesson Standards, Delete the Lesson, and Setup Lesson Plan Sharing. The main content area is divided into several sections. At the top, there is a 'Title' field with the value 'Everyday Math' and a 'Save' button. Below this is a rich text editor with a toolbar and a 'Lesson Summary' section containing the text: 'Read pages 610 through 620 in chapter 6 and answer questions 3-9 regarding the use of math concepts in everyday life.' An 'Estimated Duration' section follows, with the value 'One week'. A 'Private Notes' section is also present, with a note that says 'May need to give students more time to complete the project.' At the bottom, there is a section for optional information recommended for searching and sharing lessons. This section includes dropdown menus for 'Content Area' (Mathematics) and 'Grade Level' (Grade Ten), a 'Select a Unit' dropdown (Practical Application) with an option to 'Enter a New Unit', a 'Summary' text area with the same text as the main summary, an 'Author' field (Mrs. J Teacher1), and a 'Share?' dropdown (With teachers in my list). A 'Save' button is located at the bottom right of this section.

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Grade Book | Special Services | Help | Logout

Lesson Plan Maintenance

Dashboard Practical Application: Everyday Math

Lesson Info. Attachments Schedule

Standards Connection Add Standards

Schedule the Lesson
Preview the Lesson
Print the Lesson
Add a New Lesson
Copy the Lesson
Copy the Lesson Standards
Delete the Lesson
Setup Lesson Plan Sharing

Title: Everyday Math Save

Template Style Font Size B I U Manage Templates

Lesson Summary:
Read pages 610 through 620 in chapter 6 and answer questions 3-9 regarding the use of math concepts in everyday life.

Estimated Duration:
One week

Spell Check Save

Private Notes (can not be viewed by others):
May need to give students more time to complete the project.

The following information is optional but is recommended for searching and sharing lessons.

Content Area: Mathematics Grade Level: Grade Ten

Select a Unit: Practical Application or Enter a New Unit:

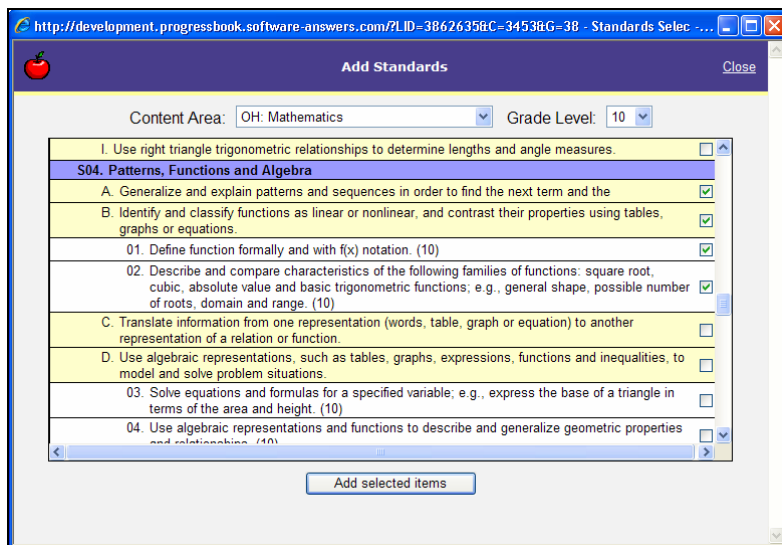
Summary:
Read pages 610 through 620 in chapter 6 and answer questions 3-9 regarding the use of math concepts in everyday life.

Author: Mrs. J Teacher1 Share?: With teachers in my list

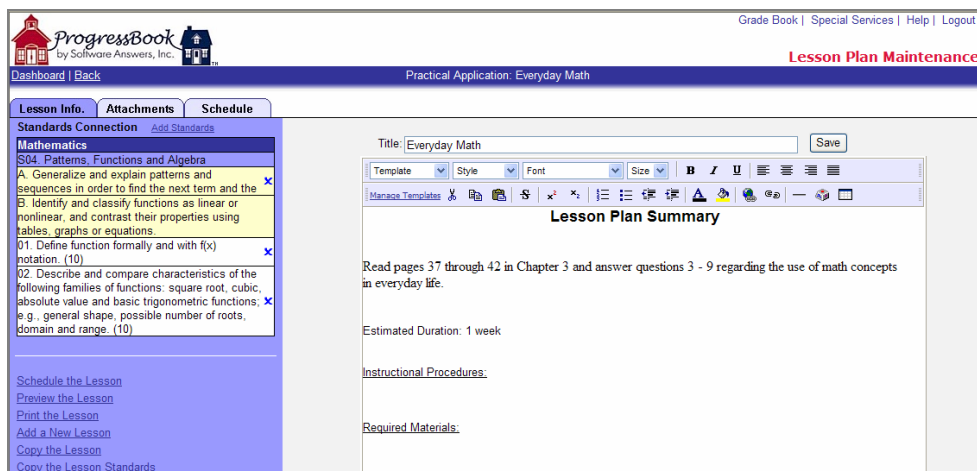
Save

Add standards to lesson plans

1. On the Lesson Plan Maintenance screen, click the **Add Standards** link.
2. On the Add Standards window, verify that the **correct subject** of the lesson plan displays in the Content Area list or select it.
3. Verify that the correct **grade level** displays in the Grade Level list or select it.
4. Click the check box to the right of each academic standard you want to assign to the lesson plan.





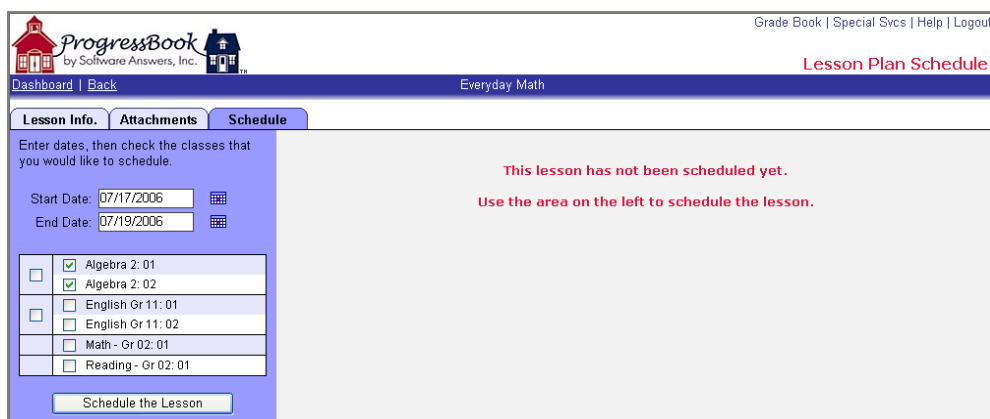
5. Click **Add Selected Items**.
6. The standards display under Standards Connection on the left side of the Lesson Plan Maintenance screen.



Note: You can easily remove standards from a lesson plan. Click **X** (blue X icon) next to the standard you want to remove on the left side of the screen.

Schedule lesson plans

1. On the Lesson Plan Maintenance screen, click the **Schedule** tab.
2. On the Lesson Plan Schedule screen, click  next to the Start Date field to select the **date to begin** using the lesson plan or type it in the field.
3. Click  next to the End Date field to select the **date to stop** using the lesson plan or type it in the field.
4. Select the **class(es)** the lesson plan is scheduled to be taught in.
5. Click **Schedule the Lesson**.
6. View the class(es) and dates in which the lesson plan is scheduled to be taught.
7. Click **Save**.
8. Click the **Dashboard** link to return to the Class Dashboard.
9. View the new lesson plan on the Lessons tab.



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Grade Book | Special Svcs | Help | Logout


Lesson Plan Schedule


Dashboard | Back

Everyday Math

Lesson Info. | Attachments | Schedule

Enter dates, then check the classes that you would like to schedule.

Start Date: 07/17/2006 

End Date: 07/19/2006 

☐ ☒ Algebra 2: 01

☒ Algebra 2: 02

☐ English Gr 11: 01

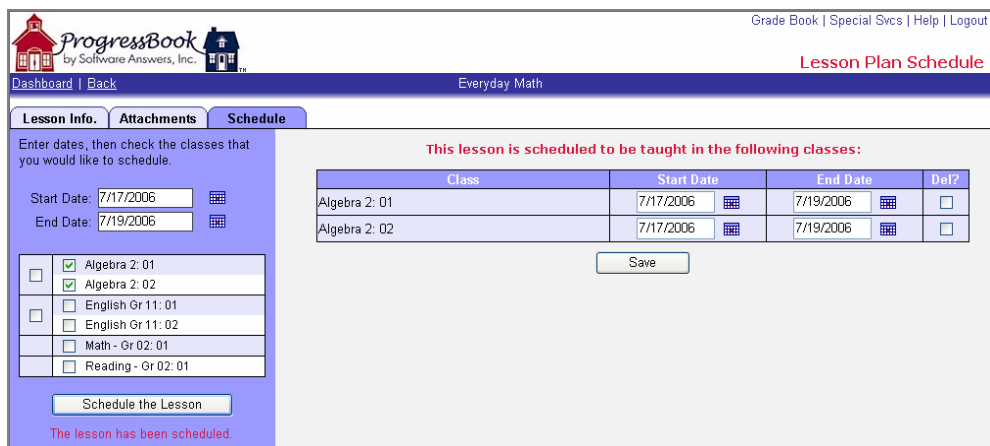
☐ English Gr 11: 02

☐ Math - Gr 02: 01

☐ Reading - Gr 02: 01

Schedule the Lesson

This lesson has not been scheduled yet.
Use the area on the left to schedule the lesson.



ProgressBook
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Grade Book | Special Svcs | Help | Logout


Lesson Plan Schedule


Dashboard | Back

Everyday Math

Lesson Info. | Attachments | Schedule

Enter dates, then check the classes that you would like to schedule.

Start Date: 7/17/2006 

End Date: 7/19/2006 

☐ ☒ Algebra 2: 01

☒ Algebra 2: 02

☐ English Gr 11: 01

☐ English Gr 11: 02





☐ Math - Gr 02: 01

☐ Reading - Gr 02: 01

Schedule the Lesson

The lesson has been scheduled.

This lesson is scheduled to be taught in the following classes:

Class	Start Date	End Date	Del?
Algebra 2: 01	7/17/2006 	7/19/2006 	<input type="checkbox"/>
Algebra 2: 02	7/17/2006 	7/19/2006 	<input type="checkbox"/>

Save



Note: You can also schedule the lesson plan by clicking the Schedule the Lesson link on the Lesson Info tab.

Print lesson plans

You can print a lesson plan by clicking the **Print the Lesson** link on the Lesson Info tab of the Lesson Plan Maintenance screen or by clicking the **printer** icon on the Lesson tab on the Class Dashboard.

Lesson Plan Report

The Lesson Plan Report options allow you to print lesson plans for a range of dates with or without the academic standards. In addition, there are options for reporting the number of times each academic standard has been reinforced through the lesson plans.

Run Lesson Plan Report

1. On the Teacher Home Page, select **Lesson Plan Report** in the Reports list.
2. Click **Run**.
3. On the Lesson Plan Report screen, select the **class(es)** on which to run the report.
4. Select the appropriate **period**.
5. Select the appropriate **report version**.
6. Select the desired **output format**.
7. Click **Run the Report**.
8. View the report and save or print it, if desired.
9. Close the report window.
10. On the Lesson Plan Maintenance screen, click the **Grade Book** link to return to the Teacher Home Page.



Note: Content Taught report options display the total number of times each academic standard has been reinforced through the lesson plan. The Content Not Taught option displays a list of standards not reinforced in the selected time period.

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